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ABSTRACT

The handbook is intended to be utilized by health occupations teachers as supplementary instructional materials for a unit on safety. The document contains general safety rules applicable to hospitals and other health care institutions. Outlined are general rules for fire safety and office and clerical safety and more specific rules for the epidemiology programs, radiology and nuclear medicine safety, nursing safety, laboratory safety, surgery safety, dietary safety, maintenance safety, and housekeeping safety. (BP)

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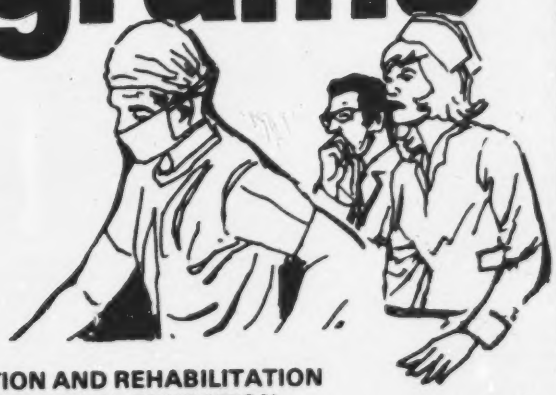
Safety Guide for Health Occupations Programs



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Herein, are general safety rules applicable to hospitals and other Health Care Institutions. This handbook is intended to be utilized by Health Occupations Teachers as instructional materials supplementary to a unit on Safety.

GENERAL RULES

1. Safety is Your business. Always report unsafe acts or conditions to your Supervisor immediately.

2. Every employee must know and understand his particular job and responsibilities. When in doubt ask! Communication between you and your supervisor may result in a better and safer way of doing your job.

3. All employees are responsible for removing any foreign material (water, blood, paper, flower petals, etc.) off floors and stairs, or see to it that it is removed immediately.

4. All employees will walk, not run, in corridors or stairs. Always use handrails on stairs and obey any danger, warning, caution signs, or barricades. Always keep to the right and take extra care at corners and intersections.

5. Open all swinging doors cautiously. Open them slowly after making sure the other side is clear. The push plates and handles are installed on doors for your protection – USE THEM. Observe all speed limits while driving on hospital property.

6. All acts of horseplay or practical jokes are prohibited. Both can have tragic results and are forbidden in the hospital.

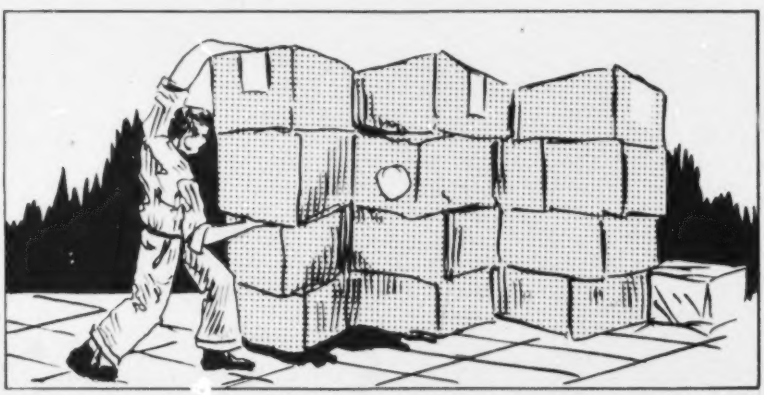
7. You must use equipment that is safe and in proper working order. Do not use defective or faulty equipment. Always check the equipment before you use it to make sure it is in proper working order. Report all defective equipment to your supervisor who will remove it from service and order its repair or replacement.

8. Initiate only those procedures for which you have been properly trained. Do not use any piece of equipment until you have been thoroughly trained in its operation and function.

9. All incidents and injuries, no matter how slight, must be reported.

10. The wearing of proper, accepted clothing, for your particular job is mandatory.

11. While stooping, lifting, carrying, pushing, pulling or reaching you must know the correct body mechanics in order to prevent an injury. The correct steps for the above are:



a. Stooping
   1. Stand close to object.
   2. Place feet shoulders width apart with one foot in front of the other for firm footing.
   3. Bend your hips and knees, lower your body, keep your back straight and bring your hands down to the object.

b. Carrying
   1. Keep your back as straight as possible.
   2. Keep weight load close to the body and centered over your hips.
   3. Counterbalance your load by shifting part of your body in the opposite direction from the load to keep it in balance.
   4. Put your load down by bending the hips and knees keeping your back straight and the load close to your body.
   5. If the load is too heavy – GET HELP.
   6. If two or more people are going to carry the load, have one person assigned as the leader so he can give the commands.

c. Lifting
   1. Check and see if you can easily pull load toward your body, if you can't, it's too heavy for you, so GET HELP.
   2. Grasp the load firmly and close to the center.
   3. Get ready to lift.
   4. Lift by pushing upward with the legs. Straighten your back to an upright position.
   5. Keep the load close to you while lifting.
   6. Do not twist your body.
   7. To change direction while lifting, shift your feet in the direction you want to go.

d. Pushing
   1. Stand close to the object to be moved.
   2. Crouch down with feet apart.
   3. Bend your elbows and put your hands on the load at chest level.
   4. Lean forward with chest or shoulder against the object. NO NOT push with arms or shoulders.
   5. Keep your back straight. Crouch and push with your legs.

e. Pulling
   1. Place your feet apart, one foot in back of the other, keeping close to the object to be moved. Allow room so that the forward foot will not be injured;
   2. Grasp object firmly close to its center of gravity.
   3. Crouch, lean away from the object.
   4. Pull by straightening your legs. Keep your back straight.
   5. Walk backward with crouching strides, so the legs do all the work.

f. Reaching
   1. Use a safe footstool whenever possible.
   2. Stand close to object.
   3. Place your feet wide apart, one in front of the other, so you have freedom of movement.
   4. Keep good body alignment. Move close to object. Do not reach outward to the point of straining.
   5. When reaching for an object which is above the head, grip it with palms up and lower it. Keep it close to the body on the way down.

The manner in which you use your body may increase or lessen fatigue.

12. You are required to know the hospital fire plan, fire procedures, location and use of the nearest fire alarms, and fire control equipment. Also, you must know the hospital diaster plan and your function in it.

GENERAL FIRE SAFETY

A serious fire is the one PREVENTABLE occurrence which could most severely curtail the hospital's ability to perform its sole purpose – to care for the ill or injured. It could take its toll of human lives – including yours. It could deprive the community of a vital service. It could deprive its employees of their source of income.

PREVENTION is the key to avoiding these tragic results of fire.
Good housekeeping, good maintenance and good work habits are the key to FIRE PREVENTION in the hospital.

You have a responsibility to:

1. Avoid accumulations of flammable trash.
2. Be cautious when and where you use smoking materials.
3. Use electricity and electrical equipment SAFELY.
4. Report any conditions which could result in FIRE.
5. Know the location and use of fire alarms, fire and smoke barrier doors, fire extinguishers and fire exits.
6. Know what to do when you hear a fire alarm.
7. Know what to do if you discover a fire or smell smoke or odors of burning substances.
8. Know how to assist another person out of danger.
9. Know how to keep calm in an emergency.

OFFICE - CLERICAL SAFETY

FIRE

1. Know the location and use of fire extinguishers. Know how to turn in a fire alarm in your area. Report even the smallest fire immediately.

ELECTRICAL

2. Extension cords are prohibited throughout the hospital. If needed, a longer supply cord can be installed. Be sure that cords do not cross normal walking or working paths.
3. Frequently inspect cords, plugs, switches, sockets and outlets for damage. Report all electrical shocks from any electrical source to your supervisor.

BODY MECHANICS

4. Always use the proper body mechanics method when reaching, lifting, carrying, twisting, stooping, pushing or pulling. See General Safety Rules No. 11.

EQUIPMENT

5. Desk and file drawers should be kept closed when not actually in use.
6. Keep wastebaskets, stools, stands and other mobile office equipment out of the aisles and other areas which are intended for walkways.
7. Keep desks, worktables, etc., neat, clean and orderly. Inspect all office equipment for splinters, sharp edges, malfunctions, etc., and report any defect to your supervisor.
8. Use sharp or pointed tools correctly and store in a safe manner.
9. Never operate any piece of equipment until you have been properly trained in its use.

GENERAL

10. Keep all foreign materials (paper, water, etc.) off the floor. Remove it immediately. If it's solid – PICK IT UP. If it's liquid – WIPE IT UP.
11. Wear clothing that is neither too restrictive nor too blousy. High-heeled shoes increase the slip and fall hazard.
12. Use wastebaskets only for their intended use – waste. Never throw cigarette butts, broken glass, or any sharp objects into wastebaskets.
13. Never use chairs or make shift platforms for reaching overhead objects. Use safety stools or ladders.
14. Open doors leading into stairways and ramps slowly. Use the handrails and take one step at a time, walk – don't run. Never enter halls or rooms without adequate lighting.

EPIDEMIOLOGY PROGRAM

Control of Infections within the Hospital

Epidemiology studies are conducted daily to observe and to monitor patient care as it relates to infections. Bacteriologic sampling of surfaces, autoclave efficiency testing, sampling of fluids in tanks and containers for contamination, testing suspected foods, advisory services to supervisors, in-service teaching sessions and seminars are some of the many faceted interests of the Epidemiology Staff. The singular purpose is to help you and other employees provide the highest quality patient care.

1. Patients:
   a. Patients admitted to the hospital with diagnosed infections are placed under proper precautionary care. Infections not recognized at admission do occur. The best safeguard to prevent spread of infection to employees is frequent hand-washing.
   b. Post surgical and debilitated patients are vulnerable to infections from their own resident microorganisms or germs from the inanimate environment.
   c. Patients receiving tube feeding, intravenous catheters or urinary catheters should be watched carefully for signs of infection. Report to the attending doctor and Nurse Epidemiologist if infections occur.
   d. Open burn cases are especially susceptible to infections. Strict reverse isolation technique should be used to attend them. Wear masks.
2. Employees:
   a. Handwashing will break the cycle of transmission of infections. Do it frequently while caring for the patient, before eating and after using the bathroom.
   b. Delivery devices such as needles, syringes, gastric tubes, and catheters should be sheathed in their wrappers and discarded properly.
   c. 1. Respiratory secretions from patients or others should be considered as potentially infectious. Never sneeze or cough into hand but use handerchief, or tissue to contain the spray. If you have a "cold" or "flu" obtain a release for sick leave and avoid others.
      2. Excreta-wash hand if soiled from caring for a patient. Wash hands following toilet. If a persistent diarrhea occurs, report to supervisor and to health nurse for examination.
      3. Call attention of supervisor and then health nurse to any open, draining sores on body.
3. Environment:
   a. Floors are invariably a haven for potentially infectious microorganisms. Anything that drops to the floor is unclean.
   b. Standing water harbors "water bacteria" which can produce serious infections. Water not changed daily in inhalation or humidifier reservoirs may carry bacteria.

c. Wherever dirt is allowed to exist, germs will exist too. If water used to clean furniture or equipment becomes visibly dirty, it will be loaded with germs capable of producing disease.

d. The mouth should never be used to hold pencils, pens, paper clips, lick stamps or labels or to touch anything possibly handled by others.

RADIOLOGY AND NUCLEAR MEDICINE SAFETY

FIRE

1. Know the location and use of fire extinguishers. Know how to turn in a fire alarm. Report even the smallest fire immediately.
2. Smoking is prohibited except in designated areas.

EQUIPMENT

3. Only authorized persons may enter radiographic or x-ray areas.
4. Doors to x-ray rooms should be kept closed whenever machines are energized. Always knock before entering a closed x-ray room.
5. Equipment with mechanical or electrical defects should not be used and such defects should be reported immediately to your supervisor.
6. Keep equipment and furniture out of the line of traffic. Extraneous equipment such as desks, chairs, etc., should be kept at a minimum in radiographic rooms.

PROTECTION

7. The operator of radiographic equipment shall always be in a shielded position.
8. If it is necessary to hold a patient during an exposure, the employee must wear a protective apron or gloves and keep out of the primary beam.
9. Personal protective equipment should be used and tested for leakage at regular intervals.
10. Appropriate shielding should be used on all patients to protect them from unnecessary radiation.
11. Radiation exposure badges must be worn by all radiological employees while on duty.

GENERAL

12. Never leave a patient unattended in the x-ray rooms.
13. All radiographic equipment shall be operated only by properly trained persons.
14. Use good body mechanics when lifting or moving patients. See General Safety Rules No. 11.
15. Always use the proper procedure for discarding syringes and needles.
16. Proper routines are established for storage, utilization and disposal of all radioactive materials.
17. Food and gum are prohibited in all Radiographic Departments.
18. All rules of the Atomic Energy Commission and Illinois State laws regarding radiation safety are followed. The Radiation Safety Officers conduct routine surveys to check radiographic equipment and sources.

NURSING SAFETY

FIRE

1. Know the location and use of fire extinguishers. Know how to turn in a fire alarm. Report even the smallest fire immediately.

POSITIVE PATIENT IDENTIFICATION

2. Be sure that every patient is wearing an identification wristband showing the patient's name, the attending physician's name and the hospital serial number.
3. Always make positive patient identification before administering drugs, medication or therapy by:
   a. Checking wristband.
   b. Checking the line-o-vision plaque above the head of the bed.
   c. Asking the patient his name.

ADMINISTRATION OF MEDICATION

4. Always follow the rule of three for medication. Read the label:
   a. When you reach for the container.
   b. When you measure the dosage and check the time it is to be given.
   c. When you put the container back and before you give the medication.
5. When administering medications:
   a. Unlabeled containers must be returned to the Pharmacy.
   b. Labels may be changed only by the Pharmacy.
   c. Any medication brought in by the patient or his family must be sent to the Pharmacy for identification.
   d. Know the exact location of the emergency locked drug box.
   e. Know the proper disposal procedure of syringes and all needles (medicuts, intracaths, I.V. and spinal needles).
6. Know the medications you administer and what effect they normally have on the patient.
7. The graduate nurse is not permitted to take verbal orders unless it is a phone order. Always repeat the orders for verification and be sure the physician countersigns the order at the earliest opportunity.

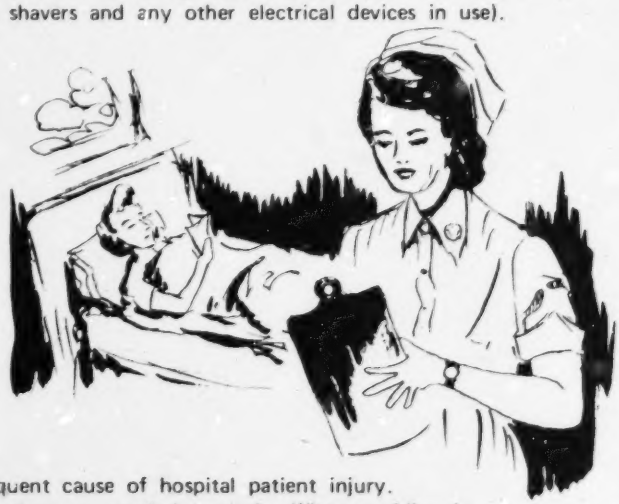
ELECTRICAL

8. Check electrical equipment for faulty cords and plugs (beds, monitors, suction machines, call lights, light cord, T.V., radios, shavers and any other electrical devices in use).

EQUIPMENT

9. Keep all dresser drawers and cabinet doors closed when not in use. Keep bed cranks folded back under the bed after adjusting bed position.
10. Know the hospital rules regarding the use of bed rails.* Rails should be attached to both sides of the bed regardless of bed placement. Side rails should be raised on beds of all patients who are:
    a. Recovering from anesthesia.
    b. Under sedation.
    c. Restless.
    d. Debilitated.

    *Falls from beds are the most frequent cause of hospital patient injury.



11. When using restraints, be sure that they are applied properly. Where padding is necessary to protect the patient's skin surface from abrasions such padding should be applied to the body part – NOT TO THE RESTRAINING DEVICE. For locking

restraining devices there should be individual keys for each set of restraints in use. All smoking material (cigarettes, cigars, pipes, matches, lighters, etc.) must be removed from within reach of the restrained patient.

12. Use caution when opening sterilizer autoclaves. Always shut off steam and wait until excess steam has escaped before opening. Use protective gloves or cool forceps to remove articles from sterilizer.
13. All conveyance equipment (wheelchairs, carts, walkers, monitors, oxygen tanks, etc.) should be in good working order to assure the patient's safety. Return any conveyance or equipment to a storage area. Do not leave in the corridor.

OXYGEN

14. When oxygen is in use, take the following precautions:
    a. All ordered oxygen is started by the Inhalation Therapy Department.
    b. All electrically powered or operated equipment must be removed from the patient's oxygen tent prior to administering oxygen. Items involved include radios, T.V. controls, shavers, heating pads, call buttons, telephones, etc.
    c. Post and enforce "NO SMOKING" signs on outside room door, oxygen tent or cylinder. In case of multi-bed room, smoking is prohibited in the area within 15 feet of the oxygen apparatus and patient.
    d. Alcohol, rubbing oil, lotions, or any highly combustible substance shall not be used on a patient receiving oxygen.
    e. Know where the emergency oxygen equipment and the ambu bag are located on each unit.
    f. Explain to the patient involved, other patients plus any visitors, the precautions they must observe while oxygen is being administered.

BODY MECHANICS

15. Use caution when lifting patients. Always get help moving heavy patients. If help is not immediately available, make the patient comfortable until help arrives. Be sure to always use proper body mechanics methods. Refer to General Safety Rules No. 11.

GENERAL

16. Be sure the patient's chart is current and that any type of service that is performed on the patient is entered on the chart and initialed.
17. Use caution when handling syringes, needles, ampules, razor blades, and other sharp objects. Always use the correct waste receptacle when discarding glass, syringes, metals, pressurized cans, razor blades or other waste materials.
18. Remove all foreign materials such as pins, needles, glassware, instruments, etc., from soiled linen and clothing.
19. Check heat applicator devices frequently for safe operation and temperature.
20. Report any unsafe act or condition to your supervisor immediately.

LABORATORY SAFETY

The Department of Clinical Pathology has developed its own Safety Manual which is in conformance with the Hospital Safety Plan.
A copy is made available to each Laboratory employee. All Laboratory employees are required to study the manual and to follow the rules and regulations contained therein.

Laboratory equipment and instruments are becoming increasingly complex. The range of tests available to the physicians is growing proportionately. Some of the materials in use in Laboratories can be hazardous; much of the equipment is delicate and sensitive.

Technicians and technologists function with heavy work loads and under great stress. Absolute accuracy is a MUST. Inaccurate findings can contribute to invalid diagnosis and result in improper medical or surgical management.

The opportunity for error to occur is ever present, the probability of accident is high.

Remember--Safety Is No Accident.

SURGERY SAFETY

FIRE

1. Know the location and use of fire extinguishers. Know how to turn in a fire alarm. Report even the smallest fire immediately.
2. Only authorized personnel may enter the surgical suite.
3. A strict "NO SMOKING" rule is to be followed. Smoking is permitted only in the area provided for this purpose.
4. Sharkskin, silk, rayon and nylon uniforms, lingerie and woolen blankets can create static electricity and should never be worn or used in operating rooms.
5. Only covers, stretcher pads, pillows, etc., fabricated from sheeting of conductive material shall be used in the surgical suite.
6. All operating room personnel (physicians, nurses, assistants, technicians, etc.) shall wear shoes with conductive rubber soles and heels while on duty. Physicians may wear protective conductive boots over their footwear.
7. Humidity shall be kept at 55% to 60% to reduce the possibility of electrostatic spark discharges.
8. Open flames, sparks, static electricity and cautery are obvious sources of ignition and should never be used in the presence of explosive gasses.

ELECTRICAL

9. Any new electrical equipment or a physician's personal electric equipment that is to be used in our surgical suites must be checked out (proper connection, grounding, etc.) by our electronic technician before actual use.
10. Non-explosion proof adapters, cords or connectors shall never be used in surgery. All adapters to be used with explosion-proof wall receptacles must also be of the explosion-proof type.
11. X-ray equipment used in surgical areas should be operated by controls and switches outside the area or by controls of a type approved for use in the surgical suite.

GAS

12. All oxygen, gas connections and controls shall be checked by the anesthetist or anesthesiologist before actual use.
13. Covers should never be used on anesthesia equipment.
14. All oxygen or gas gylinders are to be securely fastened to a cart or platform to prevent them from falling.
15. Any extra or empty gas cylinders shall not be stored in the surgical suite.

GENERAL

16. All persons entering the surgical area shall wear sterile garments and masks provided by the hospital.
17. Castors and other conductive equipment should be kept clean and free of wax or other foriegn matter that could affect conductivity.
18. Be sure when ordering new surgical equipment or clothing, specify conductive, explosion-proof, grounded, etc., on the purchase order.

19. Surgical rooms have swinging doors. Always check clearance on other side before opening; then open slowly using handle or push plate.
20. Be sure wheels on operating table and on hospital cart are locked before moving patient from cart to table and from table to cart.
21. Use good body mechanics – See General Safety Rules No. 11.
22. Before opening sterilizers or autoclaves always shut off steam and allow excess steam to escape slowly as you stand to one side.
23. All empty ether cans should be rinsed with cold water immediately after emptying. All empty cans, metal and glass, should be placed in receptacle provided for this purpose.
24. A check of the emergency lighting system should be made at least once each week.

DIETARY SAFETY

FIRE

1. Know where fire extinguishers are located and how to use them. Know how to turn in a turn in a fire alarm and report even the smallest fire immediately.
2. Help prevent kitchen fires by:
   a. Cleaning floors around ranges daily.
   b. Cleaning range hoods whenever necessary, but at least once a month.
   c. Removing spilled liquids or grease from floor immediately.
   d. Immediately reporting any leaking pot, pan or storage container.

ELECTRICAL

3. Before cleaning meat slicer, shut off switch and remove plug from wall outlet. Never clean moving blade!
4. When using any electrical equipment be sure equipment is in good working order. Be sure your hands and feet are DRY!

BODY MECHANICS

5. Always maintain proper body mechanics in your individual job. Refer to General Safety Rule No. 11.

CARTS

6. Be careful when wheeling food carts. Keep to right of corridors and use extra care at intersecting corridors and when going through swinging doors.
7. Stack trays securely and never higher than your line of vision.
8. Always pull – never push carts. If it is necessary to push a cart be sure it isn't over stacked and keep your hands on the grab bar, not on the outer edge of the cart.

EQUIPMENT

9. Keep all cutlery sharp. Dull knives slip!
10. Knives, cleavers, etc., should be returned to proper racks or drawers immediately after use and cleaning. If kept in drawers, knives should be pointed to rear of drawer with cutting edge away from opening.

11. Use wooden pushers when operating choppers and grinders.
12. Store heavy utensils on lower shelves.
13. Guards are attached to kitchen equipment for your protection – DO NOT REMOVE THEM!
14. Oven doors should be kept closed when not in actual use.
15. When removing lids from pots or pans, raise far edge of cover to direct steam away from you.
16. Instructions on the use of mechanical equipment (saws, meat cutters, etc.) must be obtained before using machine.
17. Be careful handling crates. Wear gloves and watch for mails, wire and slivers.
18. When filling covered urns, use a platform of adequate height, avoid stretching and do not fill containers to brim. Allow margin to prevent spillage and to prevent burns.

GENERAL

19. Avoid slips and falls by picking up foreign matter (lettuce leaves, potato peelings, paper, etc.) and wiping up spilled liquids immediately.
20. Keep handles of utensils away from range or table.
21. Assume all pots, pans, ranges, steam kettles, pipes and urns are hot. Use mitt, pot holder, DRY cloths to handle hot utensils.
22. Use a ladder or foot stool when placing articles on or removing them from high shelves. Do not climb on shelving or stand on chairs, crates, boxes or barrels.
23. Use a staff brush to remove food stuck to tray or utensils. Do not use steel wool.
24. Before cleaning steam tables, dishwashers, dishwarmers, etc., be sure steam is shut off and equipment is cool enough to be handled. Light bulbs over ranges and tables should be housed in protective wire guard.
25. Keep clean. Wash hands thoroughly before handling food or dishes. Female dietary personnel and males with long hair shall wear hair nets while on duty.
26. Discard any chipped or cracked trays and glassware.
27. Use a pan and brush to pick up broken china or glass. Never your bare hands!
28. Keep all food stuffs in covered containers.
29. Do not try to catch a falling object. Let it fall.

MAINTENANCE SAFETY

FIRE

1. Know the location and use of fire extinguishers. Know how to turn in a fire alarm. Report even the smallest fire immediately.

2. Determine that proper and adequate fire extinguisher facilities are available in all shops.
3. Make periodic checks to determine that all automatic door closers on inside fire stairs are in proper working condition and that no fire doors are blocked open.
4. All lacquers and thinners must be kept in a U.L. approved SAFETY CAN and stored in accordance with Federal, State and Local fire codes.
5. A "NO SMOKING" rule will be enforced in paint and woodshops, and any other hazardous area.

ELECTRICAL

6. Power tools are to be operated by authorized personnel only. Any power tools brought from home must be U.L. approved and have a 3-wire cord.
7. When using extension cords for power tools, be sure that they are 3-wire ground connected cords, and check carefully before using to be sure that cords are free from defects.
8. Never overload electrical circuits or fuses under any circumstances. All electrical work shall be done only by qualified electricians.
9. All electrical and hand tools must be properly grounded (3-wire) thru the use of proper cords and plugs.

PROTECTION

10. Always wear protective equipment for the job. Avoid wearing jewelry. Protect your feet with approved safety shoes or boots. Safety goggles or shields MUST be used when grinding, sawing, chipping, cleaning, etc.
11. Use the appropriate type of gloves when handling glass or jagged metal objects.
12. Use only non-spark tools when working around flammable or explosive vapors and gasses.
13. Be certain that adequate and proper guarding is placed on all machinery in Maintenance shops. Never operate any equipment if the guards have been removed.

BODY MECHANICS

14. Always use the proper body mechanics method whenever reaching, lifting, carrying, twisting, stooping, pushing, or pulling. See General Safety Rules No. 11.

EQUIPMENT

15. Never use a defective or broken ladder. Report any defects so that they can corrected or replaced.
16. Never use step ladders in lieu of straight ladders. Make sure all straight ladders have "safety feet". When setting up a straight ladder, the bases should stand not more than ¼ the length of the ladder from the wall. Remember – NEVER use a metal ladder when doing electrical work.
17. Report unsafe or broken equipment to your supervisor immediately.
18. Place "CAUTION" or "DANGER" signs when work is being performed where it creates a hazard to others.

GENERAL

19. Keep all hand tools in safe condition. Cutting tools must be kept sharp. Be sure that all tools are clean and free from damage, grease, or corrosion. Hammers, screw drivers and similar tools should be dressed smooth and should be free from mushroomed heads.
20. A tool box is the safest way to carry tools and to keep them together on the job.
21. Always shut off valves of switches before working on steam and hot water pipelines or electrical switches and systems. WARNING TAGS and lock-out locks should also be on such switches or valves so that others will not operate them.
22. Respond as promptly as possible to a request by any personnel to repair unsafe conditions.
23. A preventive maintenance chart and periodic check system will prevent many accidents.
24. Your department has a representative on the Safety Committee, who makes periodic safety tours of the hospital. Contact him if you observe any hazards.

HOUSEKEEPING SAFETY

FIRE

1. Know the location and use of fire extinguishers. Know how to turn in a fire alarm. Report even the smallest fire immediately.
2. Eliminate accumulations of oily rags which could produce spontaneous combustion. Always store these rags in an approved (Underwriters Laboratory) metal safety can.

ELECTRICAL

3. Handle any electrical equipment only with dry hands. Never yank out supply cords. First switch off equipment – then pull out by the plug.
4. Check for and report all defective equipment; electric cords, outlets, floor scrubbers, lamps, etc. Report all electrical shocks from any electrical source to your supervisor.
5. Always disconnect electric lamps before wiping them.

BODY MECHANICS

6. Use Proper Body Mechanics – See General Safety Rules No. 11.

PROTECTION

7. Be on the alert for loose floor covering (stair treads, broken tile, etc.). If found report them to your supervisor. Take personal responsibility for seeing to it that any hazardous conditions on floors or stairways are reported or corrected at once.
8. Prevent falls by:
   a. Displaying "CAUTION" signs when cleaning or refinishing floors.
   b. Use a dust or dry mop before using a wet mop.
   c. Always wet mop on one side of a corridor at a time, placing "CAUTION" sign near wet side. Ask people to use the dry side and then place "CAUTION" sign on the other side and proceed to mop.
   d. Never run cords across stairs or any walkways. Always keep equipment on the side being cleaned. If using electrical equipment plug it in on side of space being cleaned or refinished and use "CAUTION" signs.
   e. Never block doorways or elevator entrances with any equipment.
   f. Be sure to stay in wet floor area until the entire floor is completely safe and dry.
   g. Remove wet and dry mops from rooms and public areas when mopping is completed. Never put them "just around the corner".
   h. Wind hoses and cords with yellow spiral tape to make them easier to see.

9. Never place cleaning materials or equipment on stairs or in corridors until "CAUTION" signs are displayed.
10. Wear gloves when using steel wool.
11. When unpacking boxes, barrels, or crates, always wear the proper protective equipment and be cautious of protruding nails, staples, bands or wire.
12. Always pick up broken glass with a brush and pan, never with your hands. Small splinters and chips should be picked up with a damp cloth or paper towel.

EQUIPMENT

13. Light-weight rugs should be equipped with non-skid rubber backing or strips.
14. Report immediately to your supervisor any defective or missing equipment such as door or dresser knobs, door checks, light fixtures, worn wiring or frayed cords, burnt-out bulbs, leaky faucets, window screens, etc.
15. Equipment – carts
    a. Keep to the right and be cautious at intersecting corners.
    b. Pull cart through swinging door – never ram or push it thru.
    c. Avoid pinched fingers or crushed hands by pulling cart with hands on the inside bar, not on the edge.
    d. Properly stack and secure any material that will be moved on a cart.
    e. When approaching or entering corridors, stairwells, ramps or elevators, enter slowly and with caution.
16. Never stand on chairs or beds. Use a step-ladder or foot stool. Be sure the locking device is operable and is locked. Place ladder or stool on level surface. Don't stand on top step and never lean step-ladder against anything.

GENERAL

17. Report any unsafe act or condition to your supervisor immediately.
18. Never stand on tub side when changing shower curtains. Always use a step-ladder or wide-base stool.
19. Never place objects on top of step-ladders, cabinets or lockers. Keep at least 18" clearance between top and ceiling.
20. NEVER DIG INTO WASTEBASKETS WITH HANDS. Hold by the sides and turn them upside down over a newspaper, carrying bag or basket. Watch out for sharp articles and report them to your supervisor.
21. Always empty ashtrays into a special container.
22. All necessary safety equipment should be used while washing windows. Check windows and screens for defects.